



DEPARTMENT OF THE NAVY
DIRECTOR
MILITARY SEALIFT FLEET SUPPORT COMMAND
1283 TOW WAY DRIVE
NORFOLK, VA 23511-2419

MSFSCINST 7200.1A

N16

OCT 8

MSFSC INSTRUCTION 7200.1A

Subj: REIMBURSEMENT OF PROFESSIONAL CREDENTIALS FEES

Ref: (a) Title 5 of the United States Code, Section 5757,
Enacted by Section 1112 of the National Defense
Authorization Act for Fiscal Year 2002, Public Law
107-107
(b) Civilian Mariner Personnel Instruction (CMPI) 4650
(c) DoD Civilian Personnel Joint Travel Regulation (JTR
Vol II) U 1415

Encl: (1) Claim for Reimbursement for Expenditures on Official
Business (SF-1164)

1. Purpose. To establish policy and procedures for Military Sealift Fleet Support Command (MSFSC) Civilian Mariners (CIVMARS) financial reimbursement of fees incurred renewing or upgrading professional credentials per references (a) through (c). This policy supersedes and clarifies the reimbursement of professional credential fees for CIVMARS.

2. Cancellation. APMCINST 7200.1.

3. Background. Government reimbursement of fees associated with renewing or upgrading professional license and credentials has a positive effect on the recruitment, retention, morale, and productivity of CIVMARS. This program is important to meet recruiting and retention goals.

4. Eligibility. Only MSFSC CIVMAR employees are eligible for reimbursement of professional credential fees. Shoreside civilian personnel, military personnel, and contractors are not eligible for reimbursement of the professional credential fees specified under this instruction.

5. Criteria

a. Reimbursement of professional credentials are limited with the following credential and expenses:

- (1) United States Merchant Mariner Documents.
- (2) United States Coast Guard (USCG) License (Any gross tons or any horsepower only).
- (3) USCG Certificates of Registry.
- (4) USCG Merchant Mariner credentials (if enacted).
- (5) Federal Communications Commission (FCC) Global Maritime Distress and Safety System Operator's licenses includes all original issues; and renewals completed by March 25, 2008; these licenses are now valid for lifetime.
- (6) Environmental Protection Agency (EPA) Ozone Depleting Substances (ODS) "Universal" certificates.
- (7) Certificates of Radar Renewal (one-day versions only).
- (8) Passport photos required for credentials mentioned above.
- (9) Certificate of Flashing Light proficiency (If not offered free of charge by the respective USCG Regional Exam Center issuing the corresponding license).

b. Expenses and fees NOT reimbursable under this instruction include, but are not limited to the following:

- (1) Exam preparation fees.
- (2) Training.
- (3) Travel (including rental cars, mileage, tolls, parking, etc).
- (4) Per diem (including meals, lodging and incidentals).
- (5) Medical expenses or physical exam fees.
- (6) Passport (non-official) expenses.
- (7) FCC licenses renewed after March 25, 2008.

Note: These types of fees may be covered under other programs offered by MSFSC. Contact MSFSC N161 for specifics.

c. Reimbursement of credential fees and associated cost will be made only in the event the CIVMAR successfully obtains their professional credentials. CIVMARs are responsible for maintaining their professional credentials. CIVMARs that allow any of their professional credentials to lapse or become lost will not be reimbursed for professional credential expenses. CIVMARs must submit all relevant documentation for reimbursement within 90 days of completion of renewal or upgrading of professional credentials.

6. Responsibilities

a. CIVMARs must submit enclosure (1), completed and signed along with relevant supporting documentation within 90 days of acquiring the credential(s). CIVMARs should retain their original documents and receipts. The claim must be accompanied by clear and legible copies of:

(1) Paid-in-full receipts for the professional credential fees.

(2) Professional credentials (both sides).

(3) Completion certificates and corresponding receipts, if appropriate (i.e., radar renewal, flashing light or EPA ODS).

b. Unclear or illegible submissions may be significantly delayed or denied. CIVMARs are cautioned: Do not submit unnecessary or inappropriate documentation to avoid delays. CIVMARs must submit the completed Claim enclosure (1) along with the copies of the items above to the attention of Administrative Services Contractor Office (ASCO), ATTN: N161 Representative, Military Sealift Fleet Support Command (MSFSC), P.O. Box 120, Virginia Beach, VA 23458-0120. If submitted after 1 May 09, mail to Administrative Services Contractor Office, ATTN: N161 Representative, Bldg SP-312, 581 A Street, Norfolk, VA 23511-4295.

c. MSFSC's Administrative Services Provider N161 representative will prepare, validate, route and track the reimbursable documentation. The service provider will:

(1) Receive and log all claims for reimbursement.

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- N161.
- (2) Validate each claim; questions can be directed to
 - (3) Prepare payment vouchers.
 - (4) Route claims and vouchers to N161 for approval.
 - (5) File and maintain a copy of the approved claims and vouchers for six years and nine months.
 - (6) Forward the original claims and vouchers to N8 for payment.
 - (7) Record the credentials information in the Human Resource Management Systems (HRMS).
 - (8) Deliver copies of the credentials only to the respective Marine Placement Specialist; copies must be annotated "HRMS updated on by initials."
 - (9) Assist N161 notifying employees of denied claims.
 - (10) Process enclosure (1) for payment.
- d. MSFSC, N161 will review and approve claims based on the criteria in this instruction, and will notify employees of denied claims.
- e. MSFSC, N822 will process enclosure (1) for payment by direct deposit. Vouchers that are incomplete or not payable must be returned to N161 with an explanation.
- f. Approval or denial of reimbursement rests with the Director, CIVMAR Workforce Development Division Director, Code N16. CIVMAR challenges to any professional credentials reimbursement denial must be submitted in writing to N16, including all relevant information and documentation. N16 will notify employee of the final decision. CIVMAR challenges may be grieved by following the provisions of the collective bargain agreement or administrative grievance procedure, as applicable.

7. Review. N16 is responsible for the annual review of this instruction.

A handwritten signature in black ink, appearing to read "Jack Taylor", with a long horizontal flourish extending to the right.

J. R. TAYLOR

Distribution: (MSFSCINST 5216.1A)
List I and II

2. VOUCHER NUMBER

3. SCHEDULE NUMBER

Read the Privacy Act Statement on the back of this form.

5. PAID BY

4. CLAIMANT

a. NAME (Last, first, middle initial)

b. SOCIAL SECURITY NUMBER

c. MAILING ADDRESS (Include ZIP Code)

d. OFFICE TELEPHONE NUMBER	
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6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

[illegible]

7. AMOUNT CLAIMED (Total of cols (f), (g) and (i).)

5

TOTALS

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a))

Sign Original Only

|DATE

**APPROVING
OFFICIAL
SIGN HERE**

9. This claim is certified correct and proper for payment.

Sign Original Only

**AUTHORIZED
CERTIFYING
OFFICER
SIGN HERE**

DATE

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

PAYMENT DESIRED

Sign Original Only

☐ CHECK ☐ CASH

|DATE

CLAIMANT SIGN HERE

11.	CASH PAYMENT RECEIPT
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a. PAYEE (Signature)

b. DATE

c. AMOUNT	
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12. PAYMENT MADE
BY CHECK NO.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a taxpayer and/or employee identification number; disclosure is MANDATORY on vouchers claiming payment or reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.